



PIA NICOLE GALVEZ

Insurance Claim Handler

☎ +971 - 56 - 980 - 2286

✉ galvezpianicole28@gmail.com

📍 Delta Center Bldg., Al Rigga,
Dubai, UAE

ABOUT ME

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

EDUCATION

Bachelor of Science in Business Administration
Don Honorio Ventura State University
Pampanga, Philippines
2019 - 2023

PERSONAL SKILLS

- MS Office
- Customer Service
- Recordkeeping and File Management
- Inventory and Supply Management
- Administrative Arrangements
- Inquiry Requests •Administrative and Clerical Support
- Documents

PERSONAL DETAILS

AGE: 21 yrs. old
GENDER: Female
NATIONALITY: Filipino
VISA STATUS: Visit Visa
VISA VALIDITY: 20 Aug 2024

LANGUAGE

English
Filipino

WORK EXPERIENCE

○ Feb 2023 - June 2024

Bluebird Motor Corporation (Mitsubishi Motors)
Insurance Claims Handler (Auto)

On-the-job training (Feb 2023 - June 2023)

- Review and assess auto insurance claims for accuracy and completeness.
- Verify policy coverage and determine the extent of liability for claims.
- Communicate with policyholders, insurance agents, and other relevant parties to gather necessary information and documentation.
- Document all claim-related information accurately and maintain organized claim files.
- Process claims in accordance with company policies and procedures.
- Calculate claim settlements and issue payments to policyholders or service providers.
- Resolve any issues or disputes related to claims, ensuring customer satisfaction.
- Collaborate with insurance adjusters and investigators to gather additional information for complex claims.
- Stay updated on industry regulations, policies, and procedures to ensure compliance and provide accurate information to policyholders.
- Assist with other administrative tasks as assigned, such as data entry, filing, and answering phone call

I do hereby certify that the above-mentioned information is true and correct, and I am very willing to come for a personal interview with you anytime during office hours.

Pia Nicole Galvez
Applicant